

FEBRUARY 2023



VOL. 28 NO.2

DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT

WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)

TELEPHONE NUMBER: 601-359-3409

FAX NUMBER: 601-359-3910



PURCHASING NOTES



ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT

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FEATURED CONTRACT



Fire Protection

Commodity: Fire Protection commodities consist of fire equipment and supplies.

Type of Contract: Negotiated Contract which means prices can be negotiated for the best price from the vendors.

Date of Contract: October 1, 2022 – September 30, 2023

Vendors on Contract: There are currently three (3) vendors offering Fire Protection equipment and supplies. To view products and compare prices among vendors please access the below link: <https://www.dfa.ms.gov/negotiated-contracts>

Contract Spend 2022: During last period, the contract total spend \$2,434,166.99

Contract Analyst: LaShun Smith – LaShun.Smith@dfa.ms.gov



Fleet NEWS

VEHICLE PURCHASES

In efforts to complete vehicles purchases effectively, BFM is asking that all state agencies fill out the VRI form as accurately as possible. If you are replacing vehicles, please make sure that the vehicle being replaced meets the 7 Year and 150,000 miles requirement or provide specific justification as to why vehicle doesn't meet requirements but in need of disposal. Be sure to complete the Estimated Disposal Date as well. If you have any questions or need any assistance, please contact our office.

AUTOMOBILES, TRUCKS & SUV AND POLICE VEHICLE CONTRACT EXPIRATION

We are quickly approaching the expiration date of the Vehicle contracts on **March 31, 2023**. Due to the probability of abrupt closure of the order banks, we encourage all agencies to ensure purchase orders are issued ASAP for contract vehicle purchases. Please see the website for vehicles remaining on contract. If you have any questions, please contact our office.

Ramona Jones, Director
ramona.jones@dfa.ms.gov

Ashley Harrell, Analyst
ashley.harrell@dfa.ms.gov



Mississippi TRAVEL

BUREAU OF MARKETING, TRAVEL, CARD PROGRAM



MILEAGE REIMBURSEMENT

The new Privately Owned Vehicles (POV) mileage reimbursement rates are effective January 1, 2023. State officers and employees will be reimbursed at the same rate in compliance with Mississippi statutes.



MODE OF TRANSPORTATION

REIMBURSEMENT RATE

If no Government owned vehicle available	\$0.655
If Government owned vehicle available	\$0.22

Section 25-3-41, Mississippi Code of 1972 mandates that State officers and employees traveling on official State business in their private automobile be reimbursed at the same rate federal employees are reimbursed for official federal business in private automobiles.

For the history of the previous mileage rates, please visit <http://www.gsa.gov/portal/content/103969>. For the actual memo on updated mileage reimbursement rates for your reference visit our website at <https://dfa.ms.gov/travel>.



PROCUREMENT CARD / TRAVEL CARD PROGRAMS

Control Account

If your P-Card or Travel Card Program did not have a control account before, it now has one. As a result, you will no longer have to pay separately for each card in the program. Every month, each control account and each specific card account should receive a statement. Each statement should include all approved transactions throughout the month. There should be an itemized receipt for every transaction on the statement. Each month's statement and transaction receipt file should include relevant documentation such as memos and quotes. Supporting documentation allows reviewers to gain insight into special transactions in case justification is needed later. All statement data, itemized receipts, and supporting documentation should be on file at the entity in a central, yet secure location accessible to the program and alternate coordinator. Any requests for setting up or closing accounts, setting credit limits/transaction override strategies, or lifting restrictions must be sent to and approved by the Office of Purchasing Travel and Fleet Management.

Please contact Candice Hay at Candice.Hay@dfa.ms.gov for P-Card-related issues and Demetra Hayes at Demetra.Hayes@dfa.ms.gov for Travel related issues.



NEW YEAR BRINGS NEW PROGRAM COORDINATORS....

As participants of the Procurement Card Program, it is important that the Office of Purchasing, Travel & Fleet Management have up-to-date records of the Procurement Card Coordinators in your entity. If there have been any changes with your Procurement Card Coordinators, please complete the Program Coordinator form – link attached and send it to our new team member Ms. Niki Hobkirk at Niki.Hobkirk@dfa.ms.gov for processing! Accurate record-keeping is vital to the success of your Procurement Card Program, so we appreciate your cooperation in doing so!

<https://www.dfa.ms.gov/sites/default/files/Office%20of%20Purchasing%2C%20Travel%20and%20Fleet%20Home/Marketing%2C%20Travel%2C%20Card%20Program/Links/Procurement%20Card%20Services/Forms/Procurement%20Card%20Forms/umbprogramcoordinatorsetupform.pdf>

MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
PROCUREMENT CARD SERVICES PROGRAM

PROGRAM COORDINATOR MAINTENANCE REQUEST FORM

SECTION I INSTRUCTIONS

1. Indicate the action you are requesting:

- ☐ New Program Coordinator
- ☐ Add Alternate Program Coordinator
- ☐ Add to Program Coordinator's Information
- ☐ Update Program Coordinator's Information
- ☐ Delete Program Coordinator's Information

2. Maintain a copy in the Approving Official's and Agency Program Coordinator's files.

3. Mail the completed form to the Office of Purchasing, Travel, and Fleet Management, ATTN: Procurement Card Services Program Administrator, 701 Woolfolk Building, Suite A, 501 North West Street, Jackson, MS 39201

Office of Purchasing, Travel and Fleet Management's Use

Emailed: ☐ Yes ☐ No

Authorization Strategy No. _____ Reporting Levels/Agency No. _____

Procurement Card Administrator _____ Date _____

SECTION II REPORTING PARAMETERS

COOPERATIVE *Contracts*



CAN GOVERNING AUTHORITIES/ STATE AGENCIES USE COOPERATIVE CONTRACTS THAT OPTFM HAS NOT APPROVED?

No, OPTFM must approve all cooperative contracts that are used throughout the State. Please check with OPTFM before using any cooperative contracts. Vendors have been known to advise entities that their contract has been adopted by the State and typically that is not the case. To look at these contracts on the OPTFM website please click on the following link:

<https://www.dfa.ms.gov/cooperative-contracts>



COOPERATIVE CONTRACT



We are pleased to announce the OPTFM has adopted a new Cooperative Contract through NASPO ValuePoint, a unified, nationally focused cooperative alliance. The contract category is small package delivery services with UPS. The MAGIC contract number is 8200067400 and will be located on the DFA/OPTFM website as well as the State contract board. The effective date begins February 13, 2023.

The NASPO ValuePoint - UPS contract was approved as an option for agencies to save dollars on small package delivery services. UPS owns the world's largest transportation network. And UPS alone offers an integrated Ground and Air network, without the use of sub-contractors in the domestic US. This operational advantage allows States and their Agencies to use the single driver advantage.

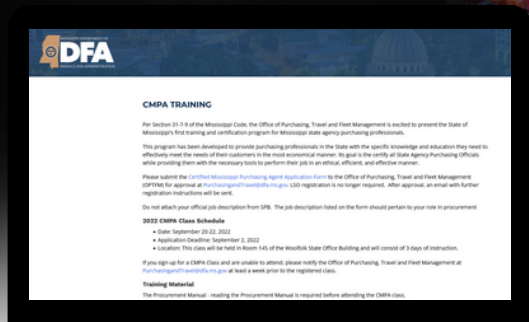
UPS can put its industry leading technology and business process solutions expertise to work to help the states overcome these challenges. These solutions enable State Agencies to exercise varying degrees of control, oversight and efficiencies to reduce the added costs associated with the over usage of premium air services and surcharges. These auxiliary solutions assist UPS customers in managing their overall transportation spend.

The UPS agreement not only provides discounts on transportation charges but also has waived all pick-up fees (daily and On-Call) plus capped the Fuel Surcharge at 7% which is a substantial savings for State members.

Existing accounts should send a request message to State@UPS.com and provide your UPS account number, account name and phone number and UPS will attach you to the NASPO/Mississippi pricing with UPS.

Specific information regarding the establishment of new accounts can be located on the UPS contract document in MAGIC and MS.GOV procurement portal, as well as other account information, U.S. Domestic rates, U.S. Export rates, U.S. Import rates and accessorial rates.

For questions regarding this cooperative contract, please contact Belinda Russell at 601-359-5041 or at Belinda.Russell@dfa.ms.gov



CMPA Class

MARCH 28-30, 2023

APPLICATION DEADLINE:

MARCH 3, 2023

LOCATION:

In-Person class will be held in Room 145 of the Woolfolk State Office Building.

Please submit the Certified Mississippi Purchasing Agent Application Form with Job Description to the Office of Purchasing, Travel and Fleet Management (OPTFM) for approval at PurchasingandTravel@dfa.ms.gov.

<https://www.dfa.ms.gov/cmpa-training>

REQUIREMENT: STATE AGENCIES ONLY

Per Section 31-7-9 of the Mississippi Code, the Office of Purchasing, Travel and Fleet Management is excited to present the State of Mississippi's first training and certification program for Mississippi state agency purchasing professionals



Employee Spotlight

WE ARE PLEASED TO ANNOUNCE OUR NEW EMPLOYEES:

Niki Hobkirk

The Office of Purchasing, Travel and Fleet Management welcomes Niki Hobkirk to our team. Niki will be the primary contact for the Amazon Business Account for the State of MS. She will also assist Candice Hay – PCard Administrator and Demetra Hayes – Travel Manager with our Card Programs.

If you have any questions, please contact Niki Hobkirk at
Niki.Hobkirk@dfa.ms.gov.

Ashely Smith

The Office of Purchasing, Travel and Fleet Management welcomes Ashley Smith – Contract Analyst- to our team.

C O N G R A T S



2023

PPRB MEETINGS

PPRB Meeting Date

JANUARY 4, 2023
FEBRUARY 1, 2023
MARCH 1, 2023
APRIL 5, 2023
MAY 3, 2023
JUNE 7, 2023
JULY 5, 2023
AUGUST 2, 2023
SEPTEMBER 6, 2023
OCTOBER 4, 2023
NOVEMBER 1, 2023
DECEMBER 6, 2023
JANUARY 2024

Submission Deadlines

DECEMBER 7, 2022
JANUARY 4, 2023
FEBRUARY 1, 2023
MARCH 1, 2023
APRIL 5, 2023
MAY 3, 2023
JUNE 7, 2023
JULY 5, 2023
AUGUST 2, 2023
SEPTEMBER 6, 2023
OCTOBER 4, 2023
NOVEMBER 1, 2023
DECEMBER 6, 2023





The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM

Belinda Russell

Bureau of Purchasing and Contracting

Steve Tucker, Director

James Brabston

LaShun Smith

Easter Haniur

Kizzie Shorter

Shakrita Fields

Ashley Smith

Bureau of Marketing, Travel and Card Programs

Yolanda Thurman, Director

Candice Hay

Deron Simpson

Demetra Hayes

Alicia Adams

Niki Hobkirk

Bureau of Fleet Management

Ramona Jones, Director

Ashley Harrell



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